

STATE OF COLORADO

EXECUTIVE CHAMBERS

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Roy Romer
Governor

August 18, 1997

Dear Colorado State Contract Manager:

One of the primary objectives in Colorado State Government is to ensure that the state receives full value for each of the tax dollars it spends. As a manager of state contracts, you play an increasingly important role in accomplishing this objective.

To assist all state managers in better managing their contracts, the Department of Personnel/General Support Services has joined with other state agencies, representing each branch of state government, to review and improve the state contracting process. These state employees, working together, streamlined the state contract approval process, rewrote, updated, and improved the State of Colorado Contract Procedures and Management Manual, and developed the Contract Management Guide.

In addition to the manual and the guide, General Support Services has also developed a Contract Management Training Course that is available to all state employees. This full-day training course teaches state employees how to effectively manage state contracts.

I applaud and appreciate the efforts of the many state employees who participated in this undertaking and thank the General Assembly for its support and funding. By using the manual and the guide, and by taking advantage of the Contract Management Course, all state employees will improve their skills as state contract managers.

Sincerely,

Roy Romer
Governor